

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY '12 Memo #8

Date: December 9, 2011

To: Superintendents
Special Education Directors

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

Re: *SPP/APR Timeliness of Initial Evaluations 2010-2011*

The New Hampshire Department of Education (NHDOE), Bureau of Special Education, has generated the final 2010-2011 report used for Indicator 11 – Timeliness of Initial Evaluations on November 14, 2011. This report will be used for the Annual Performance Report (APR), District Data Profiles, and District Determinations.

If the 45 day timeline was not met and your district plans on submitting an assurance form, the following procedure will be followed:

1. The Bureau of Special Education has uploaded to the main menu page in NHSEIS the final list of initial evaluations for September 1, 2010 to November 30, 2010 for each district. This file is password protected. You previously received an e-mail from Terry Hersh issuing Special Education Directors a password; this password will enable you to open this file.
2. For initial evaluations from September 1, 2010 to November 30, 2010 that were not completed within 45 days, please find three assurance forms:
 - *Agreed Upon Time Extension for 2010-2011*
 - *Parent: Exception to the 45 Day Timeline*
 - *New Student Enrollment: Exception to the 45 Day Timeline*

Please submit the completed assurance form and supporting documentation that best describes why State timelines were not met.

3. Please mail, fax or e-mail the assurance time extension form and evidence and/or student enrollment assurance by Friday, January 6, 2012 to:

Pamela Lindberg
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301
Fax: 603-271-1099 / e-mail: Pamela.Lindberg@doe.nh.gov

If you are e-mailing the documentation, please put FY'12 Memo #8 in the subject line.

If you would like further clarification, please contact Bridget Goodwin at 271-3776 or Bridget.Goodwin@doe.nh.gov.

Enclosures:
Exceptions to the 45-Day Timeline
Agreed Upon Time Extension for 2010-2011
Verification for Students who were not enrolled